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ABSTRACT

Designed to acquaint Pennsylvania State University students at the Delaware County Campus with the facilities and resources of their library, this workbook on library skills is designed for use with English 15, and its mandatory completion is incorporated into the final course grade. It is organized into exercises dealing with types of materials rather than by area of the library. Each exercise has an introductory section explaining the materials covered, followed by a set of questions to be answered individually by students. Specific areas covered include dictionaries, encyclopedias, Library of Congress subject headings, the online catalog LIAS (Library Information Access System), book review indexes, biographies, the Library of Congress classification system, periodical indexes, the periodical holdings list, newspaper indexes, almanacs and statistical sources, government documents, formats for citing materials in bibliographies, and a checklist for developing a search strategy. Floor plans and examples of index entries and online catalog displays are included. Student assignments at the end of each section have been updated. (KM)

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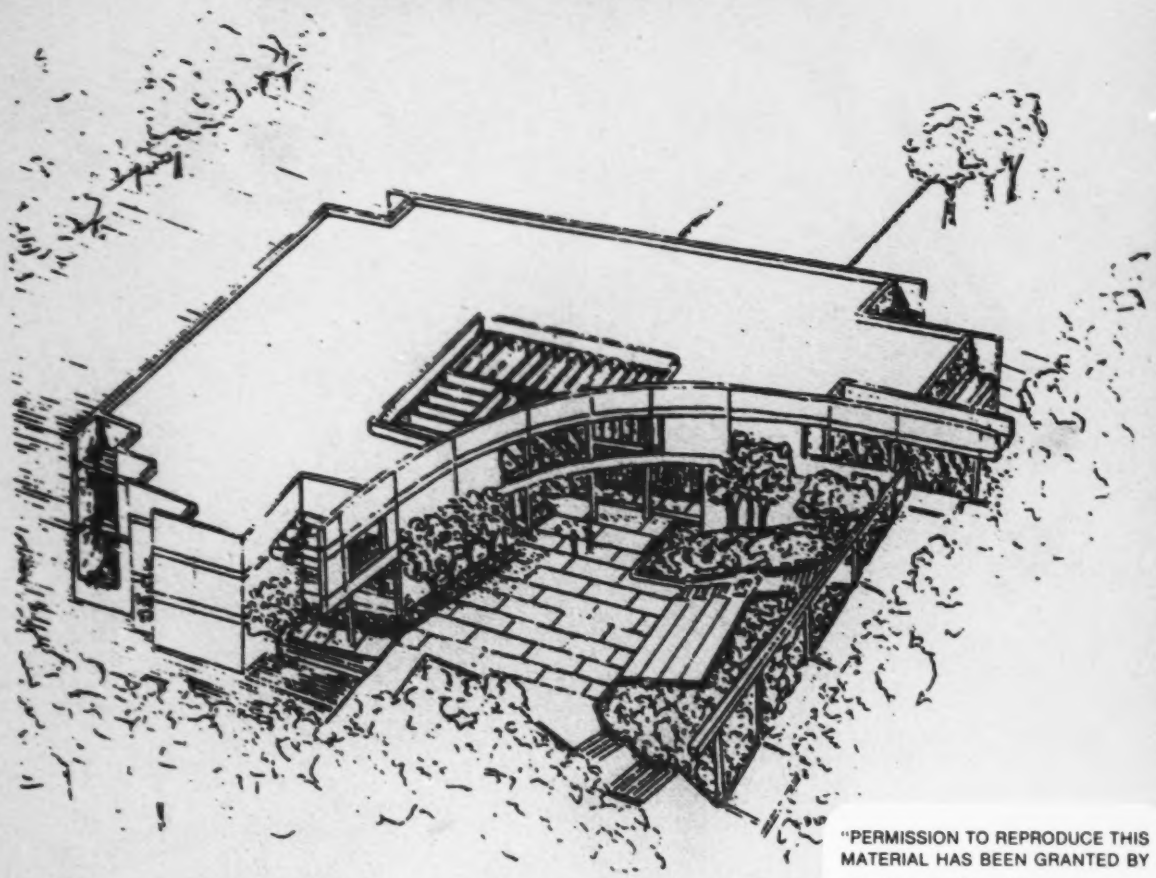
LIBRARY SKILLS WORKBOOK

NAME / ENGLISH 15 / DAYS / TIME / SEMESTER / INSTRUCTOR



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The Pennsylvania State University

LIBRARY SKILLS WORKBOOK

A Self-Paced Workbook

Revised for
Delaware County Campus

by

Susan A. Ware
Senior Assistant Librarian

November 1986

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FOREWORD

The library system at Penn State exists for students and faculty but is, in many ways, particularly important to students. Books, journals, microforms, maps, recordings, and tens of thousands of government documents amounting to a grand total of something over 4,000,000 items are spread throughout the University at its many locations with the bulk of them, of course, housed at University Park. The collections are used by all students and faculty in varying degrees, and are an extension of the individual campus library.

The Commonwealth Campus Libraries, ranging in size from around 16,000 to as many as 48,000 items, have been developed primarily to serve the University's teaching efforts. Many of them are pleasant, comfortable libraries on a scale that is still small enough to be described as 'human' with a close relationship between student and resources. At most of the campuses it is relatively easy for the librarian and his or her staff to know most students far better than is possible at University Park. The smart student will take advantage of that 'fringe benefit.'

The Library Skills Workbook is designed to familiarize the student with what is available to him, to introduce him to skills that he is likely to use in varying degrees all his life regardless of what field is pursued. These skills, when combined with help from librarians -- never fail to ask for help, we all have to do it, even professors! --can facilitate the learning process which is what we are all participating in.

In short, the Library Skills Workbook should be a small, but significant, beginning in mastering the world of organized information.

Stuart Forth
Dean of University Libraries

PREFACE

The Library Skills Workbook was revised for the Delaware County Campus to include a search strategy component and topic related assignments. The following references were consulted in the development of the search strategy:

Fenner, Peter and Martha C. Armstrong. Research: A Practical Guide to Finding Information. Los Altos, Calif.: William Kaufmann, Inc., 1981.

Memering, Dean and Frank O'Hare. The Writer's Work: Guide to Effective Composition. 2nd ed. Englewood Cliffs, New Jersey: Prentice Hall, Inc., 1984.

Morris, Jacquelyn M. and Elizabeth A. Elkins. Library Searching: Resources and Strategies. New York: Jeffrey Norton Publishers, 1978.

Several additional design ideas were adapted from Basic Library Skills (8th ed.), a workbook prepared by the University of Wisconsin-Parkside library staff. My thanks to Judith Pryor for sharing it with me.

INTRODUCTION

This workbook in library skills has been developed to complement your course work in English 15. It is organized to lead you through a logical search process that will acquaint you with the facilities of the library and the organization of its basic resources. Following this pattern will help you make a more complete investigation of any topic of interest. The skills and knowledge you acquire will be useful throughout your academic career, in whatever library you may be working.

The Library SKills Workbook is not designed to teach you everything you will ever need to know about the library and research. However, after completing all of the chapters and assignments, you will be able to:

1. Locate the major library resources and services.

2. Select a topic and use ENCYCLOPEDIAS AND DICTIONARIES to gain a general INTRODUCTION to the topic.

3. Develop a list of SEARCH TERMS and SUBJECT HEADINGS based on your reading and the LIBRARY OF CONGRESS SUBJECT HEADINGS.

4. Using L.C. subject headings and general search terms, locate BOOKS on your topic using LIAS.

5. EVALUATE your book sources using BOOK AND PERIODICAL REVIEW SOURCES and BIOGRAPHICAL SOURCES.

6. RETRIEVE BOOKS from the shelves using the LIBRARY OF CONGRESS CLASSIFICATION CALL NUMBERS.

7. Narrow your topic and locate PERIODICAL ARTICLES using appropriate PERIODICAL INDEXES. Also EVALUATE the periodical articles using PERIODICAL REVIEW SOURCES and BIOGRAPHICAL SOURCES.

8. Locate NEWSPAPER ARTICLES on your topic using THE NEW YORK TIMES INDEX.

9. Locate relevant FACTS AND STATISTICS using ALMANACS AND STATISTICAL SOURCES.

10. Locate relevant GOVERNMENT DOCUMENTS using THE MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS.

11. Organize your information sources into a BIBLIOGRAPHY using a STYLE MANUAL for correct bibliographic format.

INSTRUCTIONS

The Library Skills Workbook should be done as early in the semester as possible; the due date will be announced. Within the designated time period, you may proceed at your own pace. FOR EACH ASSIGNMENT, READ THE PRECEDING TEXT CAREFULLY BEFORE BEGINNING TO ANSWER THE QUESTIONS. You have not completed the workbook until you have answered all of the questions correctly. Your English 15 instructor will be notified of your completion at the end of the semester. Do not assume that you have completed the assignment until you have received an APPROVED stamp on the cover of your workbook.

Many students will have to use the same sources to complete this assignment. Therefore, please return all sources to their proper locations after use, and do not make pen or pencil marks in them.

One thing you should remember as you complete this project -- if you need help, please consult any member of the library staff. We are convinced that you will profit from the exercises provided here -- so let us help you.

SEARCH STRATEGY TIP (A) - LIBRARY TOUR

The first step in your search strategy is to learn about the library you are using. Knowing what services and materials are available and the physical layout of the library will save you time and help you throughout your search.

Carefully read the following chapter and complete the assignment to learn more about the Delaware County Campus library.

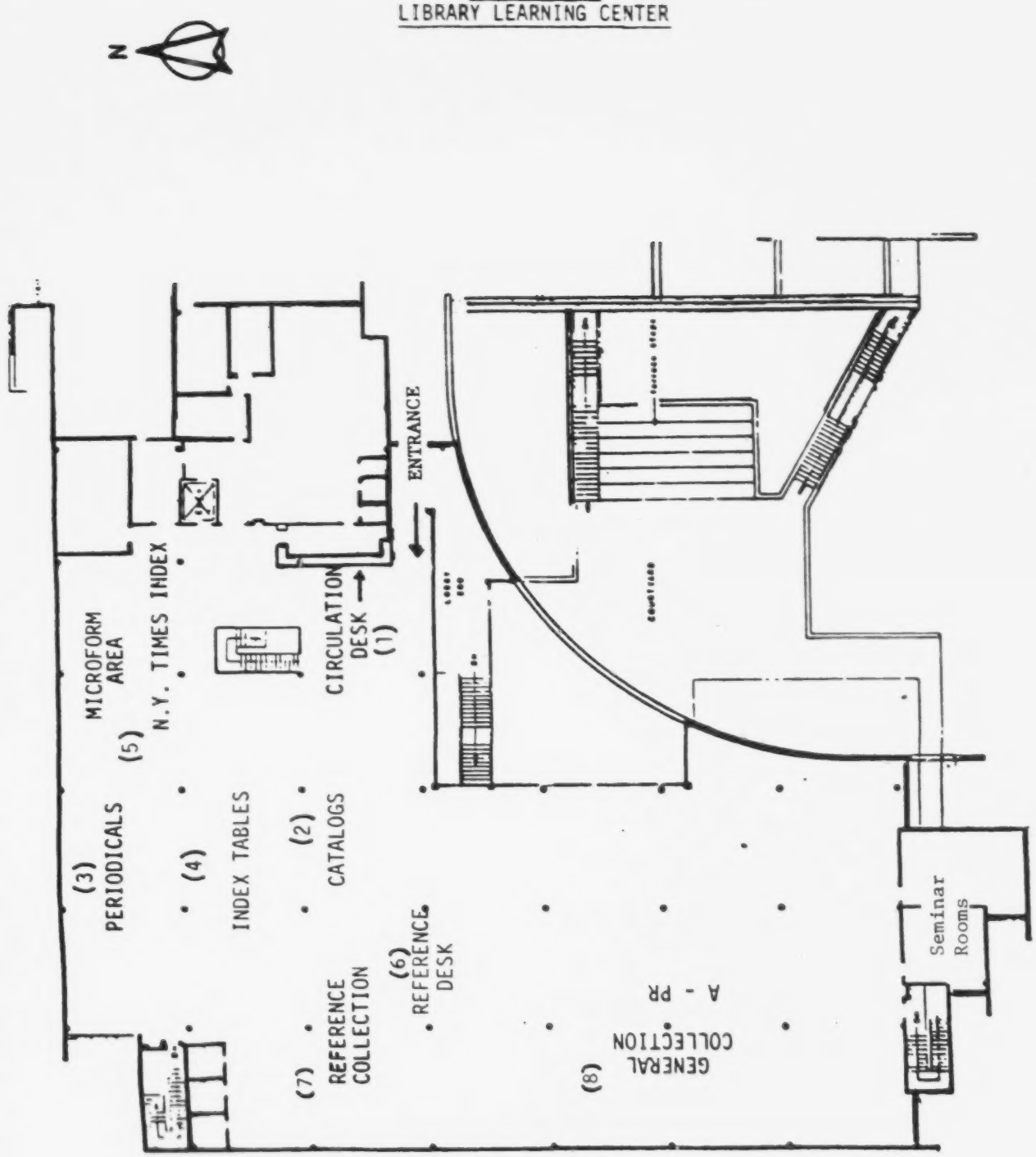
LIBRARY TOUR

Welcome to the Delaware County Campus Library!

On the following pages you are given a floor plan, key descriptions, and a guided tour of our library. Take this time to make yourself acquainted with the library and its services.

The floor plan and key will help you answer the guided tour questions. They will also be helpful references when you return to many areas to complete an assignment later in the book.

UPPER FLOOR
LIBRARY LEARNING CENTER



KEY DESCRIPTIONS AND TOUR

OF

THE DELAWARE COUNTY CAMPUS

DIRECTIONS: Carefully read each location description below and go to each area to answer the Tour Questions. Write your answer on the line provided.

LOCATION 1. CIRCULATION DESK - RESERVE BOOKS

All materials taken out of the library must be charged out and returned at this desk. When the library is closed, books may be returned in the book drop located outside the main library entrance. Materials placed on RESERVE for courses are listed in the Reserve Notebook (alphabetically by instructor) and located on the shelves behind the circulation desk.

TOUR QUESTION 1: WHAT BOOK IS ON RESERVE FOR HISTORY 555 TAUGHT BY DR. FRANKLIN?

_____

LOCATION 2. CATALOGS

An online catalog called LIAS (Library Information Access System) is available to allow you to search the complete holdings of the Penn State Libraries, individually or all at once, using a computer terminal. More information about LIAS is provided in Chapter Four of this workbook and in handy guides available near the terminals.

The Card Catalog and COM (Computer Output Microfiche) Catalog will serve as a backup if LIAS is not functioning. More information about these catalogs is provided in Chapter Four of this workbook.

TOUR QUESTION 2: HOW MANY LIAS TERMINALS ARE AVAILABLE IN THE CATALOG AREA?

_____

LOCATION 3. PERIODICALS AND NEWSPAPERS

Our magazine, journal, and newspaper holdings are shelved, alphabetically, in the periodical stacks. Current issues of journals and newspapers are displayed in the lounge area to the left of the periodical stacks. Periodicals may be charged out for three days, but may not be renewed. Please consult the DELCO Periodical Holdings List to determine which periodical titles and dates we have.

TOUR QUESTION 3: HOW MANY PERIODICAL (MAGAZINE) STACKS ARE THERE IN THIS LIBRARY? (COUNT ONE END PANEL PER STACK)

_____

LOCATION 4. INDEX TABLES

The Index Tables are located in front of the periodical stacks and have stool seating. Indexes to magazines and journals and indexes to a variety of other types of information are located here. The DELCO Periodical Holdings Lists, which show the titles and dates of periodicals this library receives, are also located here.

TOUR QUESTION 4: HOW MANY INDEX TABLES ARE THERE IN THIS LIBRARY?

_____

LOCATION 5. NEW YORK TIMES INDEX / MICROFORM AREA

The index to the New York Times newspaper is located in the Microform Area. Located here also are the microfilm reels of the New York Times dating back to 1851.

Any issues of periodicals that we have on microfilm or microfiche are kept in this area. Microform Readers are available, and copies can also be made for 10 cents a copy.

TOUR QUESTION 5: WHO IS THE EDITOR AND MANAGER OF THE NEW YORK TIMES INDEX?
(Check the front pages of any volume since 1980)

LOCATION 6. REFERENCE DESK

Assistance in locating information is available at the Reference Desk. Do not hesitate to ask the Reference Librarian if you have a question or a problem locating library materials. (If no one is seated at the Reference Desk, the library staff at the Circulation Desk will be happy to help you.)

TOUR QUESTION 6: WHAT MESSAGE APPEARS IN YELLOW LETTERS ON THE FRONT OF THE REFERENCE DESK?

LOCATION 7. REFERENCE COLLECTION

The Reference Collection contains dictionaries, encyclopedias, atlases, handbooks, almanacs, and bibliographies. Most of these materials are restricted to use in the library only, however, some may circulate overnight with the permission of the Reference Librarian. Books in this collection have "REF." printed before their call number.

TOUR QUESTION 7: HOW MANY REFERENCE STACKS ARE IN THIS LIBRARY?
(Be sure to cover the Reference Collection from REF. A to REF. Z)

LOCATION 8. GENERAL COLLECTION

The general book collection is arranged by subject according to Library of Congress call numbers. Books with call numbers beginning with A-PR are located here. Those classed in PS-Z are located on the lower floor of the library. All general collection books circulate for two weeks.

TOUR QUESTION 8: WHAT IS THE CALL NUMBER OF THE FIRST BOOK IN THE GENERAL COLLECTION?
(Check the LABEL on the first stack, NOT the book on the shelf)

_____

TOUR ASSIGNMENT 9: MEET THE LIBRARY STAFF!

Introduce yourself to a library staff member(other than a student assistant) and have her/him sign below.

_____

SEARCH STRATEGY TIP (B)

DICTIONARIES AND ENCYCLOPEDIAS

When a topic is unfamiliar, it is important to clearly define the key terms of your subject area and gather general background information. The following two chapters will introduce you to general and specialized dictionaries and encyclopedias that will provide this basic information.

It is important to use the comprehensive indexes at the back of or in the final volume of encylopedias. They will lead you to the exact volume and page containing information on your particular topic.

CHAPTER ONE

DICTIONARIES

Dictionaries provide information about the spelling, pronunciation, meaning, usage, and derivation of words. Looking up key terms of a topic of interest in a dictionary will give you a clearer understanding of the topic and may lead to other terms useful in describing and searching the topic. Unabridged dictionaries, such as, Webster's Third New International Dictionary. (Ref. PE 1625 .W36 1966) try to include every word in the language. One particular unabridged dictionary deserves special attention.

The Oxford English Dictionary. (Ref. PE 1625 .M7 1933) 12 volumes. The OED, as it is commonly called, traces the history of every word introduced into the English language from 1150 to the end of the nineteenth century. A supplement extends the dictionary's coverage to include the twentieth century. Each word is provided with exhaustive definitions and dated quotations to illustrate every change in meaning.

Note OED Example below:

THANATOLOGY (θənătŏlĭdʒi), rare. [f. Gr. θάνατος death + -LOGY. Cf. F. thanatologie.] The scientific study of death, its causes and phenomena. So THANATOLOGICAL a., of or pertaining to thanatology; THANATOLOGIST, a student of or a person versed in thanatology; in quot. 1901 (nonce - use), one who studies dead animals.

1842 DUNGLISON Med. Lex., Thanatology, a description, or the doctrine, of death. *1862 G.W. BALFOUR tr. Casper's Forensic Med. II. Title - p, Thanatological division. 1881 G.R. JESSE in Athenaeum

---

* "Thanatology" was used by G.W. Balfour in 1862 in his translation of Casper's Handbook of the Practice of Forensic Medicine.

Abridged or desk dictionaries contain only the more commonly used words and definitions. Some of the better-known desk dictionaries are:

American Heritage Dictionary of the English Language (Ref. PE 1625 .A54)

The American College Dictionary (Ref. PE 1628 .A55 1964)

Webster's New Collegiate Dictionary (Ref. PE 1628 .W4 M4 1967)

There are also many English/foreign language dictionaries. These are usually one-volume books with an English/foreign language arrangement in the other half. These dictionaries are located in the same area of the Reference Stacks as the OED and the desk dictionaries. Among the better known ones are:

New Cassell's French Dictionary (Ref. PC 2640 .C3)

Cassell's Spanish Dictionary (Ref. PC 4640 .C35)

New Cassell's German Dictionary (Ref. PF 3640 .B45)

In addition to general dictionaries, there are subject dictionaries for nearly every field of knowledge. Their definitions are usually more comprehensive or detailed than those in a general dictionary and will emphasize the specialized vocabulary and definitions applicable to the field. They can be located by looking up the subject area and the sub-division, "Dictionaries" (for example, Psychology - Dictionaries) in a subject search of our catalogs.

A few subject dictionaries are listed below.

Black's Law Dictionary (Ref. KF 156 .B53)

Black's Medical Dictionary (Ref. R121 .B6)

Dictionary of Criminal Justice (Ref. HV 6017 .R87)

ASSIGNMENT ONE

DICTIONARIES

The broad topic you will explore throughout your workbook assignments is Cancer. Later assignments will direct your research toward a more narrow aspect of this topic.

Using the Black's Medical Dictionary (Ref R121.B6), complete the following definition of cancer.

1. Cancer is a form of tumor to which the term _____ is applied.

Using the Oxford English Dictionary (Ref. PE1625.M7 1933), look up the history of the word cancer.
(See definition # 3)

2. Who used the word cancer in a quotation in 1601?

_____

CHAPTER TWO

ENCYCLOPEDIAS

A general encyclopedia is often the best place to obtain a concise summary and general information on a subject. It is recommended when you are not sure you understand the full meaning, scope, development, or relationships of the subject that interests you. Its range of coverage is all general knowledge, qualified by the editors' and authors' ideas of the readers' interests and needs. Most encyclopedias have comprehensive indexes which will locate all the information in the set on a particular subject. Articles in an encyclopedia will often have bibliographies leading to other books and articles on the subject.

Examples of general encyclopedias:

Academic American Encyclopedia (Ref. AE 5 .A23)

First published in 1980, articles reflect a high degree of current scholarship, recent events, and contemporary concerns and interests. Bibliographies cite standard works and recent books and periodicals on the subject. Well illustrated; thorough one volume index.

Encyclopedia Americana (Ref. AE 5 .E333)

1978 edition. Coverage is comprehensive, but emphasizes the Americas. An especially good source of information on American cities and towns. Also includes evaluation of selected books, operas, musical compositions, and works of art.

In addition to general encyclopedias which cover the whole field of knowledge, there are many encyclopedias which concentrate on specific subject fields. The articles in these are more detailed and apt to be much more exhaustive than those in general encyclopedias.

Examples of specialized encyclopedias:

Encyclopedia of Education (Ref. LB 17 .D4)

Contains nearly 1,000 signed articles, many of which are several pages long. There are bibliographies and a detailed subject index. It covers all aspects of education, including history, theory, and research.

Encyclopedia of Psychology (Ref. BF 31 .E5)

Concise definitions and 282 articles covering important terms and concepts in psychology. Many articles carry bibliographies. Alphabetically arranged. 3 volumes.

Encyclopedia of Religion and Ethics (Ref. BL 31 .E4)

Contains articles on all religions, ethical systems and movements, and philosophical ideas. Articles are signed and include full bibliographies.

International Encyclopedia of Psychiatry, Psychology, Psychoanalysis, and Neurology (Ref. RC 334 .I57)

Provides an authoritative and up to date description of research, theory, and practice in the fields of psychiatry, psychology, psychoanalysis, and neurology. Written by and for scholars, scientists, and professionals. The index is in volume 12.

International Encyclopedia of the Social Sciences (Ref. H 40 .A2 I5)

Emphasizes the analytical and comparative aspects of the social science topics. It includes some biography. Broad topics are often subdivided. Most articles contain bibliographies and cross-references. Volume 17 contains an index and outline of topics. Volume 18 is a biographical supplement.

McGraw-Hill Encyclopedia of Science and Technology (Ref. Q 121 .M3 1982)

Covers all the physical sciences, earth science, life sciences, and engineering. Articles are written for the lay person with some background in the field. The index is in volume 15.

Van Nostrand's Scientific Encyclopedia (Ref. Q121 .V3)

A single, alphabetical arrangement of terms used in science and technology. Articles may vary in length from a few to two or three columns. Illustrations and tables are clear; no bibliographies.

ASSIGNMENT TWO

ENCYCLOPEDIAS

Using the Academic American Encyclopedia (Ref.AE5. A23), search for background information on Cancer.

1. Based on your reading, complete the following statement:

Cancer is a malignant growth or tumor that often begins as a disorderly _____ of cells.

Use the McGraw Hill Encyclopedia of Science and Technology (Ref.Q121.M3 1982) to gather additional information on Cancer.

2. Based on your reading, complete the following statement:

A malignant tumor will invade surrounding structures and _____ or spread to distant sites.

SEARCH STRATEGY TIP (C)

LIBRARY OF CONGRESS SUBJECT HEADINGS

As you gather information about your topic, you will find some unique and specialized terminology associated with it. Begin to compile a list of key terms as soon as you encounter them. These terms and phrases can be used to search for relevant information in many of the reference sources described later.

To expand your list of search terms and determine what subject headings are appropriate for locating relevant books in our collection, you must use the Library of Congress Subject Headings (2 vols.) described in the next chapter. Read the next chapter very carefully before searching for books on your topic.

CHAPTER THREE

LIBRARY OF CONGRESS SUBJECT HEADINGS

The Library of Congress Subject Headings is an index to the subject headings used in the LIAS catalog. This large, red, two-volume set of books is located on the stand to the left of the LIAS terminals.

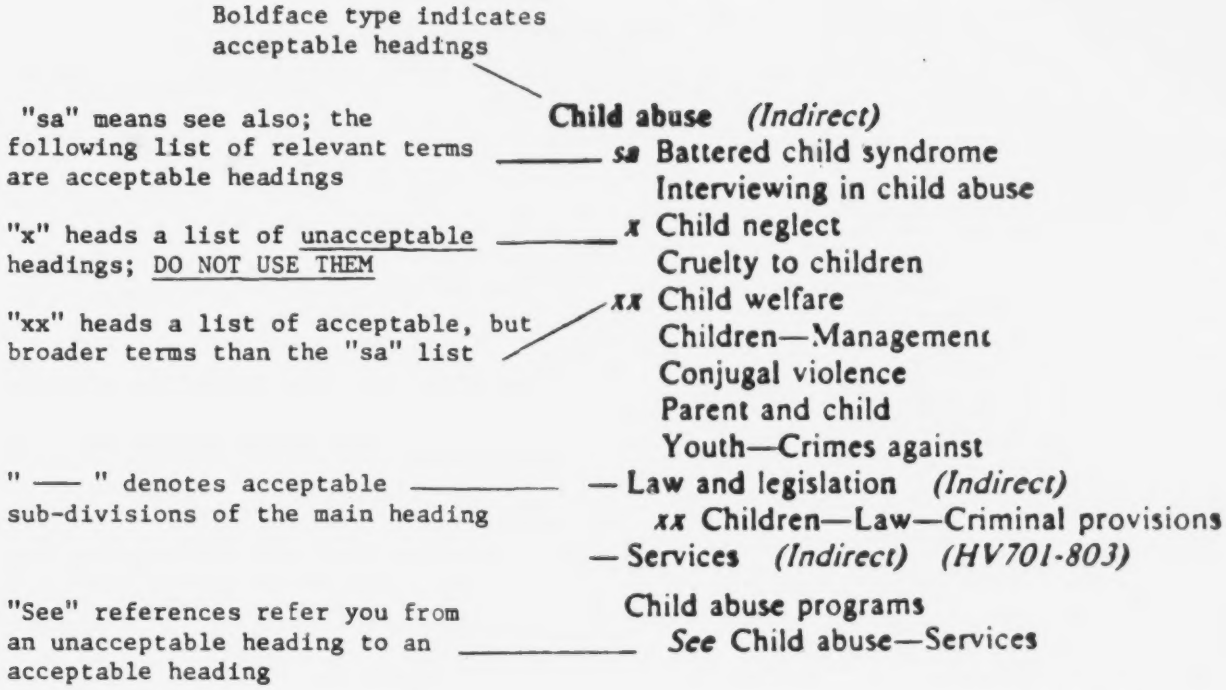
By using the Library of Congress Subject Headings you can determine the precise heading under which books on your subject will be found. The "sa" and "xx" references can help narrow or expand your field of research. The Subject Headings can also serve as a guide to a subject approach to other indexes and reference material.

The subject headings are arranged alphabetically. An entry taken from the Library of Congress Subject Headings may be found on the next page. If you examine the example, you will notice the following features:

1. **Bold face** type indicates a subject heading that is used in our catalogs.
2. The abbreviation "sa" means "see also". Headings listed after "sa" are closely related to the bold face heading and may also be used.
3. The symbol "xx" heads the list of terms which are used in our catalogs, but are more general than terms in the "sa" list.
4. The symbol "x" indicates subject headings that are not used.
5. A "dash" subheading means that it is part of the main heading. Using the following example, "Child Abuse-Laws and Legislation" and Child Abuse-Services" are acceptable subdivisions of the main heading "Child Abuse".

6. "See" refers you from an unacceptable heading to the acceptable heading. You must use the subject heading listed after a "See" entry to locate books on that subject.

Sample Entry: Library of Congress Subject Headings


Boldface type indicates acceptable headings
"sa" means see also; the following list of relevant terms are acceptable headings
"x" heads a list of unacceptable headings; DO NOT USE THEM
"xx" heads a list of acceptable, but broader terms than the "sa" list
" —— " denotes acceptable sub-divisions of the main heading
"See" references refer you from an unacceptable heading to an acceptable heading
Child abuse (Indirect)
sa Battered child syndrome
Interviewing in child abuse
x Child neglect
Cruelty to children
xx Child welfare
Children—Management
Conjugal violence
Parent and child
Youth—Crimes against
—Law and legislation (Indirect)
xx Children—Law—Criminal provisions
—Services (Indirect) (HV701-803)
Child abuse programs
See Child abuse—Services

ASSIGNMENT THREE

LIBRARY OF CONGRESS SUBJECT HEADINGS

Using the search term, Cancer, locate a list of related Library of Congress Subject Headings.

1. The first Unacceptable heading listed is:

_____

SEARCH STRATEGY TIP (D)

LIAS - THE ONLINE CATALOG

After you have gained a general understanding of your topic and have identified key search terms and subject headings, you should consult LIAS to identify and locate books on your topic in our library.

The following chapter will introduce you to LIAS - the online catalog for the Penn State libraries. LIAS is an exciting tool. Remember that to use it most effectively, you must keep in mind all of the search terms you have developed so far.

Mastering LIAS comes with practice. Therefore, try a number of searches until you become familiar with its operation. Helpful guides and signs near the terminal will help you, step-by-step, with your searches. The library staff is also happy to help you if you have any questions.

CHAPTER FOUR

LIAS

LIAS stands for Library Information Access System -- Penn State's online catalog. Instead of consulting drawers of index cards to discover what the library owns (as you would with a traditional card catalog), you can use a computer terminal to determine the holdings of the Delaware Campus library, as well as the libraries at University Park and the other campuses. LIAS terminals are available in the center of the library.

Mastering LIAS is a fairly easy task. Before you actually use LIAS to search the library materials, spend a few minutes examining the terminal screen and the keyboard. At the top of the screen, LIAS displays its message to you. At the bottom of the screen, your message to LIAS appears. There are two keys on the keyboard that you will need to recognize immediately:

(1) the "arrow" (↵) or Transmit Key which transmits your message to the main LIAS computer
(2) the Backspace Key which allows you to backspace and correct spelling and typographical errors.

Now you are ready to begin searching LIAS. First, depress the Transmit Key twice. You should now be in a mode to search the Delaware Campus library collection only -- "Lib de" should appear in the lower right hand corner of the terminal screen. You also have the options of searching the University Park libraries (Lib UP) or all the Penn State

libraries, including Delaware (Lib all). If you are not in the desired mode, simply type in the appropriate notation (Lib de or Lib UP or Lib all) and depress the Transmit Key once.

You may search LIAS by subject, author, or title. Searching LIAS is a 5 step process:

1. Depress the Transmit Key twice; note which location(s) you are set up to search and adjust it as desired. (Lib de, Lib UP, Lib all)

2. Depress the SEARCH Key, type in the subject (be sure to check the L.C. Subject Headings List), or the author (Last name, First name), or the title of interest. Depress the Transmit Key once.

3. LIAS responds with an ENTRY screen. Type in the number of the ENTRY (subject, author, title) which interests you and depress the Transmit Key once.

4. For subject and author searches, LIAS now responds with a CITATION screen (brief titles and author name(s)). Type in the number of the CITATION which interests you and depress the Transmit Key.

5. For all searches, LIAS ultimately responds with a RECORD screen which provides full bibliographic information about one specific item. This screen provides the author, title, place of publication, publisher, date of publication, call number and library location(s).

On the next page you will find an example of a LIAS ENTRY screen, a CITATION screen, and a RECORD screen for a search of the subject "Solar energy". This is only a brief introduction to the LIAS online catalog. If you want to find out more about LIAS, handy guides are available near the terminals and the library staff is always ready to help you.

BORROWING BOOKS FROM OTHER CAMPUSES

If LIAS shows that a book you need is at University Park or another campus, you may borrow that book on Intercampus Loan. Simply complete one of the Intercampus Loan Forms available on the LIAS terminal tables. Include all the basic information provided on the Record Screen: author, title, place of publication, publisher, date of publication, call number, and location. Turn in the form at the Circulation Desk and expect to receive it within one week.

If the book is located at University Park, and you have never borrowed from the main campus, you must complete a special borrower's card. Ask for it at the desk and submit it with your Intercampus Loan Form. You are required to complete the borrower's card only once; you will remain a registered borrower until you graduate.

For assistance with the Intercampus Loan Forms or to obtain further information, consult any member of the library staff.

THE CARD CATALOG AND THE COM CATALOG

The LIAS Record Screen looks very much like the card you are used to seeing in a Card Catalog. When LIAS is not functioning, we have a Card Catalog and a COM (Computer Output Microfiche) Catalog which list the library's holdings. The Card Catalog lists the holdings of the Delaware Campus

library up to January, 1981. The COM Catalog lists all books acquired since 1981 at the Delaware Campus, University Park, and other commonwealth campuses. A Microfilm Catalog is also available to tell you University Park's holdings prior to 1981. (Only LIAS can tell you what books the other commonwealth campuses acquired before 1981.) The Library staff will be happy to help you understand and use all of the catalogs described above.

SAMPLE LIAS SEARCH

Below is the ENTRY SCREEN you would receive if you typed SEARCH SOLAR ENERGY and pressed the Transmit Key.

If you would like to see a list of the books we have on the SUBJECT of solar energy, press #2 and the Transmit Key.

```
    ——Solar energy
   {1}    Title
 * {2}    Subject
   {3} Solar energy and building
   {4} Solar energy experiments
   {5} Solar energy - Experiments - Juvenile
   {6} Solar energy for man
   {7} Solar energy handbook
   {8} Solar energy - Handbooks, Manuals, etc.
   {9} Solar energy home design
  {10} Solar energy in building

- - - - - - - - - - - - - - - - - - - - Lib de

   >>> Search solar energy
   >>>
   To see more entries, press   NEXT   or   PREV
```

Below is the resulting CITATION SCREEN.

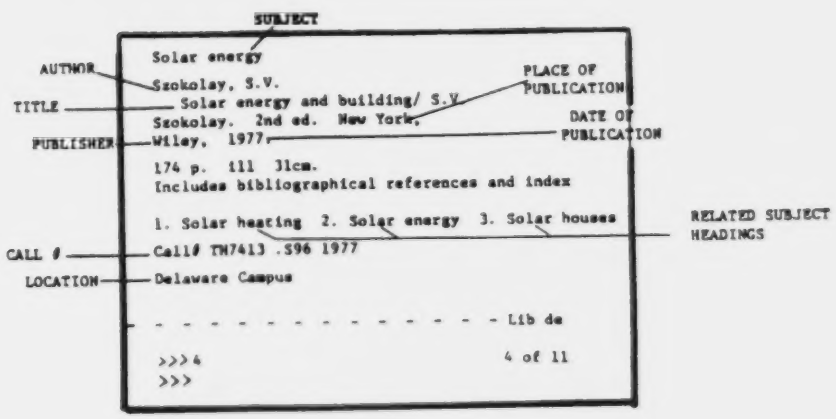
If you would like to see the complete bibliographic information for the book, Solar Energy and Building, press #4 and the Transmit Key.

```
 *   Solar energy  (11 citations)
    [ 1] The coming age of solar energy/ Halacy,
         Daniel Stephen  1st ed.  1963.
    [ 2] The coming age of solar energy/ Halacy,
         Daniel Stephen  Rev ed.  1973.
    [ 3] Direct use of the sun's energy/ Daniels,
         Farrington.  c1964.
 *  [ 4] Solar energy and building/ Szokolay, S.V.
         2nd ed. 1977, c1975.
    [ 5] Solar energy and shelter design/ Anderson,
         Bruce,  1973.
    [ 6] Solar energy for man/ Brinkworth, Brian
         Joseph,  c1972.
    [ 7] Solar energy:technology and applications/
         Williams, James Richard.  1974.
    [ 8] Solar energy/ Behrman, Daniel, 1st ed.
         c1976.
    [ 9] Solar energy/ U.S. Dept. of Energy. 1978
    [10] Solar engineering of thermal processes/
         Duffie, John A.  c1980
    [11] The solar home book/ Anderson, Bruce N.  c1976.

- - - - - - - - - - - - - - - - - - Lib de

   >>>2
   >>>
```

Below is the RECORD SCREEN that results from selecting #4 from the Citation Screen above.



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ASSIGNMENT FOUR

LIAS

**** NOTE: To be sure that you are searching only the Delaware County Campus Library, press the Transmit Key three (3) times before proceeding with the exercise below.

Using the Library of Congress subject heading,

Cancer-Handbooks,manuals,etc

search LIAS until you find the Record Screen for:

TITLE:The Indispensable Cancer Handbook

AUTHOR/EDITOR:Kathryn Salsbury

PUBLISHER/PLACE:Wideview Books,New York

DATE:1982

1. What is the complete Call Number of the book above?

_____

SEARCH STRATEGY TIP (E)

EVALUATING SOURCES

After making a thorough search of LIAS, trying all of the relevant search terms and subject headings at hand, you should have identified a number of relevant books. Selecting the most useful of those displayed on the screen requires careful consideration of their titles and publication dates. The publication date will give you some idea of when the research for the book was completed. You must weigh the relative importance of historical background and the latest research findings as you make your choices.

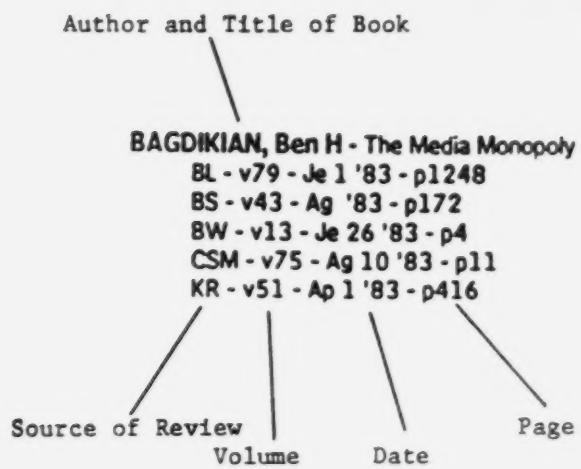
Book reviews by specialists in the field and the reputation or authority of the author are also very important. The next two chapters will help you locate book reviews and author biographies which will help you in your evaluation.

CHAPTER FIVE

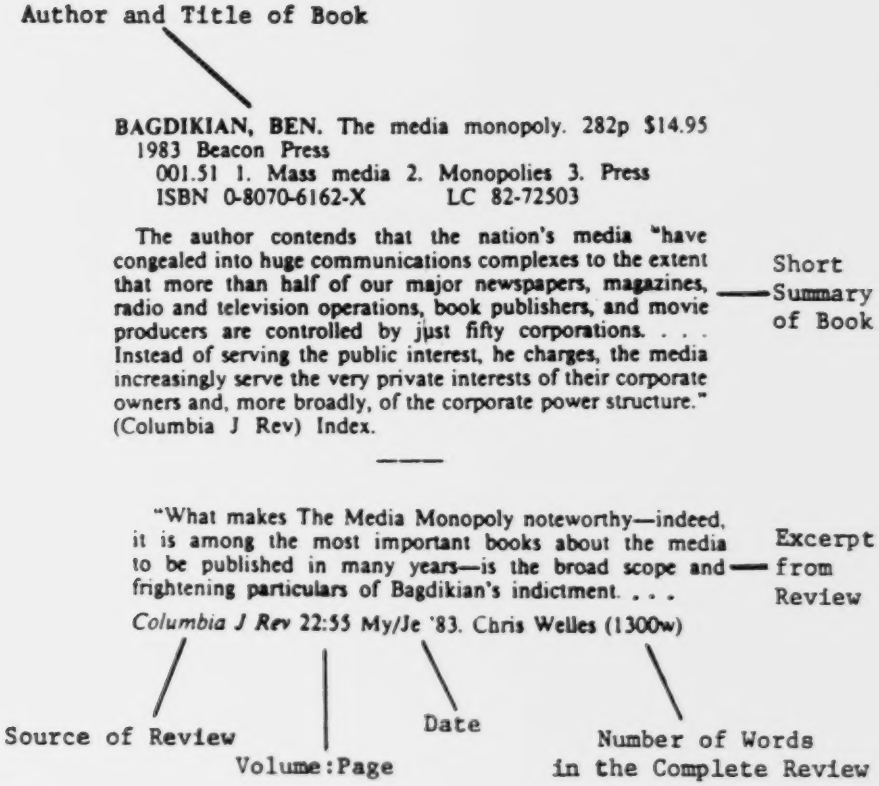
BOOK REVIEW INDEXES

Book reviews are sources of criticism written at approximately the same time the book was published. They are important because they often describe the author's style, summarize the book, and evaluate its importance or significance. The reviewer may include the background of the author and the research that went into writing the book. Also, reviews give an indication of what knowledgeable people thought about the book when it was first published. Two major reference sources for finding book reviews are:

Book Review Index (Index Tables) - lists the book by its author, and gives an abbreviated reference to the journal in which the review was published.


Author and Title of Book
BAGDIKIAN, Ben H - The Media Monopoly
BL - v79 - Je 1 '83 - p1248
BS - v43 - Ag '83 - p172
BW - v13 - Je 26 '83 - p4
CSM - v75 - Ag 10 '83 - p11
KR - v51 - Ap 1 '83 - p416
Source of Review
Volume
Date
Page

Book Review Digest (Index Tables) - lists the book by its author, summarizes the content of the book, and gives short excerpts from some reviews to give an idea of the reviewer's reaction. A subject and title index is included.


Author and Title of Book
BAGDIKIAN, BEN. The media monopoly. 282p $14.95
1983 Beacon Press
001.51 1. Mass media 2. Monopolies 3. Press
ISBN 0-8070-6162-X LC 82-72503
The author contends that the nation's media "have congealed into huge communications complexes to the extent that more than half of our major newspapers, magazines, radio and television operations, book publishers, and movie producers are controlled by just fifty corporations. . . . Instead of serving the public interest, he charges, the media increasingly serve the very private interests of their corporate owners and, more broadly, of the corporate power structure." (Columbia J Rev) Index.
Short Summary of Book
"What makes The Media Monopoly noteworthy—indeed, it is among the most important books about the media to be published in many years—is the broad scope and frightening particulars of Bagdikian's indictment. . . .
Excerpt from Review
Columbia J Rev 22:55 My/Je '83. Chris Welles (1300w)
Source of Review
Volume:Page
Date
Number of Words in the Complete Review

It is important to know the date the book was first published as book reviews are issued chronologically. Look in the volume that corresponds to the year that the book was published. If no reviews are listed, check the volumes for one or two years after the date of publication.

PERIODICAL REVIEW SOURCES

When reading critical reviews that appear in periodicals or newspapers, it is important to determine the authority, scholarship, and possible biases of those journals and newspapers.

Major reference works for evaluating a wide range of journals and newspapers are:

Classified List of Periodicals for the College Library (Ref. Z6945 .F3 1972) - an annotated list of more than 1,000 popular and scholarly periodicals considered important for college student and faculty research and study.

Magazines for Libraries (Ref. Z6941 .K2) - an annotated list of more than 6,500 periodicals, outlining the purpose, scope, audience, and editorial policy of each. Major newspapers are also included.

ASSIGNMENT FIVE

BOOK REVIEWS

TITLE: The Indispensable Cancer Handbook

AUTHOR/EDITOR: Kathryn H. Salsbury

PUBLISHER/PLACE: Wideview Books,New York

DATE: 1982

1. How many reviews of the book above are referred to in Book Review Index? (located on Index Tables)

_____

Using Book Review Digest (located on Index Tables), find a summary of a review, of the same book, published in Choice.

2. How many words are in the complete review?

_____

3. According to Farber's Classified List of Periodicals for the College Library (Ref. Z6945 .F3 1972), Choice reviews are written primarily by:

_____

CHAPTER SIX

BIOGRAPHIES

There are many sources of information about people in addition to the dictionaries, encyclopedias, and other general reference books you have already used. You can sometimes find book-length biographies by looking under the last name of the person by subject in our catalogs. There are also many general biographical dictionaries whose articles vary in length from a brief sentence or two to several pages. Some examples of general biographical sources are:

Biography Index
(Index Tables)

An index to biographical information in books, periodicals and the New York Times. Covers individuals of all nations and periods. One of the best places to start research if nothing is known about an individual.

Current Biography
(Ref. CT 100 .C8)

Biographies of contemporary figures with references to, by, or about them. Published monthly, cumulated annually.

Webster's Biographical Dictionary
(Ref. CT 103 .W4 1966)

General biographies of approximately 40,000 persons, not limited by country, period, or occupation. It includes pronunciation.

Other biographical sources cover famous people of a particular country. These are generally referred to as national biographies.

Examples of national biographies are:

Dictionary of American Biography
(Ref. E 176 .D563)

Scholarly biographical dictionary containing excellent essays about noteworthy Americans of all periods. The essays are written and signed by specialists and include excellent bibliographies. Includes only deceased persons.

Dictionary of National Biography
(Ref. DA 28 .D47))

The most important reference for British biography, containing signed essays by specialists and excellent bibliographies. Also includes noteworthy Americans of the colonial period. Includes only deceased persons.

Who's Who in America
(Ref. E 176 .W642)

Very brief biographies of living contemporary figures of national importance in America.

Another way of classifying information about people is by occupation. There is a "Who's Who" or a biographical source for almost any field of specialization you can think of, from allergists to zoologists.

Biographical Directory of the American Congress, 1774-1961
(Ref. JK 1010 .A5 1961)

Lists members of Congress from the first to the 86th Congress and gives a biography of each one listed.

Contemporary Authors*
(Ref. Z 1224 .C6)

Biographies of living authors from nations, giving personal data, career achievements, and a list of their works.

*Since Contemporary Authors is a multi-volume series which does not repeat author entries from volume to volume, the latest cumulative index should always be consulted to locate an individual author's listing.

American Men and Women of Science
(Ref. Q 141 .A5)

Includes biographies of practicing scientists who have made significant contributions to American science.

Directory of American Scholars
(Ref. LA 2311 .C32 1974)

Includes sketches of proven scholars in various categories of the humanities. (History, English, Religion, etc.) 4 volumes. Volume 4 includes an index.

If you are unable to determine the appropriate biographical source for a person, look for his or her name in Biobase. It is a master index to a wide variety of biographical sources.

Biobase
(Microform Area)

A master index, on microfiche, to sketches found in over 375 current and historical biographical dictionaries. Refer to the Biobase Key to determine if this library owns the biographical sources cited for your person.

ASSIGNMENT SIX

BIOGRAPHIES

Using Contemporary Authors (Ref. Z1224.C6), locate a biography of the author of the book below:

AUTHOR: Kathryn Salsbury

TITLE: The Indispensable Cancer Handbook

DATE: 1982

***NOTE: Use the cumulative index in the back of Contemporary Authors, Volume 112. Volume numbers preceded by "CANR" (new revision) have GREEN striped covers.

1. In what year did Kathryn Salsbury earn a R.N. degree from Columbia University?

SEARCH STRATEGY TIP (F)

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Once you have identified relevant books using LIAS and several evaluative sources, you must locate those books in our collection. A book's call number, a combination of letters and numbers, indicates where the book can be found on the shelf. The call number is provided on the Record Screen for each book found on LIAS.

It is important that you read the next chapter very carefully, paying close attention to the examples shown.

CHAPTER SEVEN

THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Books in this library are arranged on the shelves according to the Library of Congress Classification System. The LC system groups books into broad subject categories which are identified by a letter of the alphabet. These broad categories may be further subdivided by additional letters. The specific subject of the book is defined by the number following the first letter or letters. Look closely at the call numbers of these two books:

JL 952 .8934	Burnett, Ben G. Political forces in Latin America. 1968.
JL 1231 .S428 1964	Scott, Robert Edwin Mexican government in transition. Rev. ed. 1964.

The J classification includes books about political science. JL is the subdivision for books about the political science of the Americas outside of the United States. JL 950 to JL 979 are numbers reserved for the political science of Latin America in general. JL 1200 to JL 1299 are reserved for the political science of Mexico.

Following the initial combination of one or more letters with a number, you will usually find a second (or third) line

composed of a period followed by a single capital letter and one or more digits. This is used to represent the author's name. In the example given, .B934 stands for Burnett and .S stands for Scott. Please note that . which introduces the second line is a decimal and the number is read as a decimal.

FINDING A BOOK WITH A LIBRARY OF CONGRESS CALL NUMBER

First locate the portion of the collection represented by the first letter of your call number (H, for example). Then look for the second letter, if there is one. Plain H comes before HA; HM comes after HJ and before HX. When you find the books which are marked with the two letters of your call number, follow the numbers along until you reach the number which agrees with your first line. The following call numbers are in correct order:

H 437	HB 721	HG 52	HT 1581	HT 4278
.S32	.A48	.M6	.D75	.T844

If you find several books having the same top line, this means all of the books are on the same subject. To find your specific book, look now at the second line and follow the letters which are to be considered in alphabetical order. When letters are the same, the numbers should be read in decimal order. For example:

HT 2783	HT 2783	HT 2783
.L8	.R448	.R74

You see L before R, then .R448 before .R74 because .448 is

smaller than .74 when read as a decimal.

Sometimes the second line of the Library of Congress Classification number will have a decimal number without a letter. These books will be shelved AFTER all the books that have the same top line AND which have second lines beginning with letters. Look at the example:

PS 4528	PS 4528	PS 4528	PS 4528	PS 4528	PS 4529
.L8	.S97	.1	.1	.5	.M6
		.A38	.S37	.G8	

Now here is a row of books with the Library of Congress numbers, filed in correct order. This example combines all of the characteristics described above. CAUTION: As you compare the numbers, compare only first lines with first lines and second lines with second lines and so on.

E 423	G 22	P 86	P 86	P 128	P 128	P 863	P 863
.D3	.L81	.C14	.C3	.S54	.5	.T78	.T78
					.A28		1971

REMEMBER: Top line numbers are read as whole integers (HA 156 comes before HA 1558); however, numbers following a decimal point letter combination are read as decimal numbers (.C14 comes before .C3).

A BRIEF SUBJECT INDEX
TO THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A General works.
B-BD, BH-BJ Philosophy.
BF Psychology.
BL-BX Religion.
C History of civilization.
D General history.
DA History - Great Britain.
DB History - Austria, Hungary and Czechoslovakia.
DC History - France.
DD History - Germany.
DE-DJ History - Greece, Italy and Low Countries.
DK History - Russia, Poland and Finland.
DL History - Scandinavia.
DP History - Spain and Portugal.
DQ-DR History - Switzerland, Turkey and the Balkans.
DS History - Asia.
DT History - Africa.
DU History - Oceania.
E1-143 History - General America.
E 151-099 History - United States.
F 1-970 History - State and local (United States).
F 1001-1140 History - Canada.
F 1201-3799 History - Latin America.
G Geography and Anthropology.
H-HA General social sciences and statistics.
HB-HJ Economics.
HM-HX Sociology.
J Political science.
K Law.
L Education.
M Music.
N Fine arts.
P General language and literature.
PA Classical language and literature.
PB-PH Modern European languages.
PJ-PL Oriental language and literature.
PN General literature.
PQ 1-3999 French literature.
PQ 4001-5999 Italian literature.
PQ 6001-9999 Spanish and Portuguese literature.
PR English literature.
PS American literature.
PT 1-4899 German literature.
PT 5001-9999 Dutch and Scandinavian literature.
PZ Modern American and English fiction.
Q General Science.
QA Mathematics
QB Astronomy.
QC Physics.
QD Chemistry.
QE Geology.
QH Natural history and biology.
QK Botany.
QL Zoology.
QM-QP Anatomy and physiology.
QR Bacteriology.
R Medicine.
S Agriculture.
T Technology and engineering.
U Military science.

ASSIGNMENT SEVEN

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Answer the following questions using the Brief Subject Index on the previous page.

1. With what letters do the call numbers for books on Medicine begin?

_____

2. What subject is represented by the letter(s) QM?

_____

3. In what order would you find the following call numbers on the shelf. (Label them with A, B, C, D, E)

RC201 .S37	RC3552 .L397 .AB	RA6217 .M42	RC3552 .L9	RC356 .M123 1967

SEARCH STRATEGY TIP (G)

PERIODICAL ARTICLES

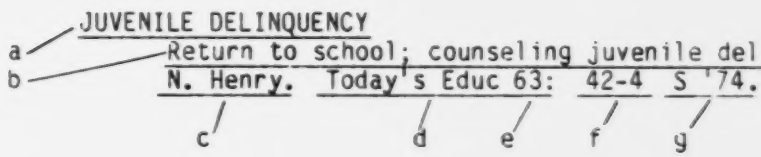
Periodicals are publications issued at regular intervals, generally at least two times a year. Periodicals include magazines and journals such as Psychology Today, Newsweek, and American Journal of Sociology. Periodical articles provide current information and bibliographies and usually address a narrow aspect of a broad topic. Articles from magazines and journals are NOT listed in LIAS.

You must use periodical indexes to search for relevant magazine or journal articles. Periodical indexes are explained in the next chapter. To most effectively search for articles on your topic, use the search terms and subject headings you have gathered thus far. In addition, you should follow the "see" and "see also" references provided in the periodical indexes.

CHAPTER EIGHT

PERIODICAL INDEXES

Finding a magazine article on a particular topic is quite different from finding books on the same topic. The most efficient method for finding a magazine or journal article is to use a PERIODICAL INDEX. Periodical indexes are published for almost every area of general interest as well as in specialized academic fields. Each index will provide you with basically the same information. A citation, which is the name given to the entry in the index, includes the title of the periodical article, the author of the article, if there is one, the title of the periodical in which the article may be found, the volume number of the periodical, the pages the article is located on, and the date of the periodical. The following is an example of an entry or citation found in a periodical index under the subject JUVENILE DELINQUENCY.



a. Subject about which the article is written
b. Title of article
c. Author of article
d. Name of the magazine in which it appeared (Today's Education)
e. The volume number of the magazine
f. The pages in the magazine on which the article appeared
g. The date of the magazine (September 1974)

Indexes often make use of abbreviations and will frequently abbreviate the title of the periodical. A list of abbreviations, as well as directions for using each index, will generally be found in the front of each index.

Specialized Periodical Indexes

One periodical index may be better than another for locating articles on the subject or topic of your interest. The following indexes are often used. You should be aware, however, that many more specialized indexes exist in engineering, geology, geography, medicine, nursing, and many other areas. To identify the indexes most appropriate to your subject, examine each possible new source by reading the introduction and preface which describe its coverage.

Readers' Guide to Periodical Literature
A guide to popular, general magazines. Entries are arranged alphabetically by author and subject.

Social Science Index (called Social Science and Humanities Index from 1965 to 1974; called International Index from 1907 to 1964).

Indexes scholarly periodicals dealing with the social sciences (for example, psychology and sociology). Before 1974, the index also included subjects from the humanities such a philosophy, literature, and history.

Humanities Index (called Social Science and Humanities Index from 1965 to 1974; called International Index from 1907 to 1964.

Indexes scholarly periodicals dealing with the humanities (for example, history and philosophy). Before 1974, the index also included subjects from the social sciences such as psychology and sociology.

Public Affairs Information Service Bulletin (PAIS)

An important index for students doing research in the social sciences. Types of materials indexed include pamphlets, books, periodicals, government documents, organizational reports, and conference proceedings.

Education Index

A cumulative author and subject index to English language educational materials.

Business Periodicals Index

A subject index to English language journals in all fields of business.

Applied Science and Technology Index

A subject index to topics in the fields of science and technology.

Biological and Agricultural Index

A cumulative subject index to English language journals in the fields of biology and agriculture.

Evaluating Periodical Articles

Many of the sources described in Chapter Five and Chapter Six should also be used to evaluate the authority, scholarship, and possible biases of periodical articles. Use Classified List of Periodicals for the College Library (Ref. Z6945.F3 1972) or Magazines for Libraries (Ref. Z6941 .K2) to determine the purpose, scope, and audience of each periodical you consider in the process of your research. Also consult the appropriate biographical sources to gather background information on the authors of the articles you consider.

ASSIGNMENT EIGHT

PERIODICAL INDEXES

Readers' Guide to Periodical Literature, an index to many popular magazines and several scholarly science journals, is one of several periodical indexes appropriate for your topic.

Search Readers' Guide, Volume 43, 1983-84, pages vii-xiv for an EXPLANATION that will help you identify the parts of a periodical citation.

1. On which PAGE did you find an EXPLANATION of a sample entry?

_____

Cancer

A molecular basis of cancer. R. A. Weinberg. il *Sci Am* 249:126-8+ N '83

2. The entry in brackets above also appears in the INDEX volume used to answer question 1. Using the list of abbreviations on pp. ix-x of the INDEX, identify the complete TITLE of the JOURNAL in the brackets above?

_____

3. According to Katz's Magazines for Libraries (Ref. Z6941.K2), the journal cited above is appropriate for what audience(s)? (Do not Abbreviate)

_____

CHAPTER NINE

DELCO PERIODICAL HOLDINGS LIST

The Delaware County Campus Library subscribes to many periodicals. The titles are listed alphabetically in the Delco Periodical Holdings List.

If you locate a periodical article which is pertinent to your topic, it is then necessary to determine whether or not that periodical is owned by this library and, if so, where it is located. To do this, you must consult the Delco Periodical Holdings List. It is contained in blue ring binders which can be found on the Index Tables. A typical entry will look like this:

TITLE	HOLDINGS
SOCIAL EDUCATION	Vol. 24 No. 1 (Jan. 1960)-date (Vol. 24-33 (1960-1969) on microfilm)
SOCIAL FORCES	Vol. 46 No. 1 (Sept. 1967)-date

The first column of the entry is the title column. As mentioned, the titles are arranged alphabetically. The second column in the entry indicates the volumes, issues, and years held by the library. The expression "-date" tells you that the library is currently receiving the title.

All the periodical issues that are not in a microformat are in the Periodical Stacks in alphabetical order. Microform issues are located in the Microform Area. If you

have any problems locating a periodical title or issue, ask any member of the library staff for help.

University Park Photocopy Service

If the Delaware Campus library does not own the particular periodical title or issue in which an article of interest appears, Pattee Library at University Park will try to supply you with a photocopy of the article at no charge. First, Pattee Library must own the periodical issue desired. To verify that, simply search LIAS by typing in the complete periodical title. If available, the title will appear on the terminal and the Record Screen will provide the call number assigned to it. Complete one of the Intercampus Loan Forms located near the LIAS terminals, being sure to include all the information you have about the periodical article: author, title, periodical title, volume, pages, date, call number of the periodical, and the source of the citation. Turn in the completed form at the Circulation Desk. It may take up to two weeks to receive your photocopy from Pattee Library.

ASSIGNMENT NINE

DELAWARE COUNTY CAMPUS PERIODICAL HOLDINGS

The Delaware County Campus library subscribes to Scientific American.

1. With what Year does our subscription begin?

_____

The Delaware County Campus does not subscribe to New England Journal of Medicine.

2. The University Park libraries will provide a free photocopy of any article from this journal if you submit a(n) _____ form.

cs

SEARCH STRATEGY TIP (H)

NEWSPAPER ARTICLES

Another source of current information on a topic is a newspaper. Newspapers are especially valuable for public reaction or attitudes toward an issue or event at the time of its occurrence. Many of the world's major newspapers such as the New York Times, the Wall Street Journal, and the Washington Post have their own indexes.

The New York Times Index is described in the next chapter. Again, for the most effective search, make use of the key terms you have identified thus far and the "see" and "see also" references provided in the index.

CHAPTER TEN

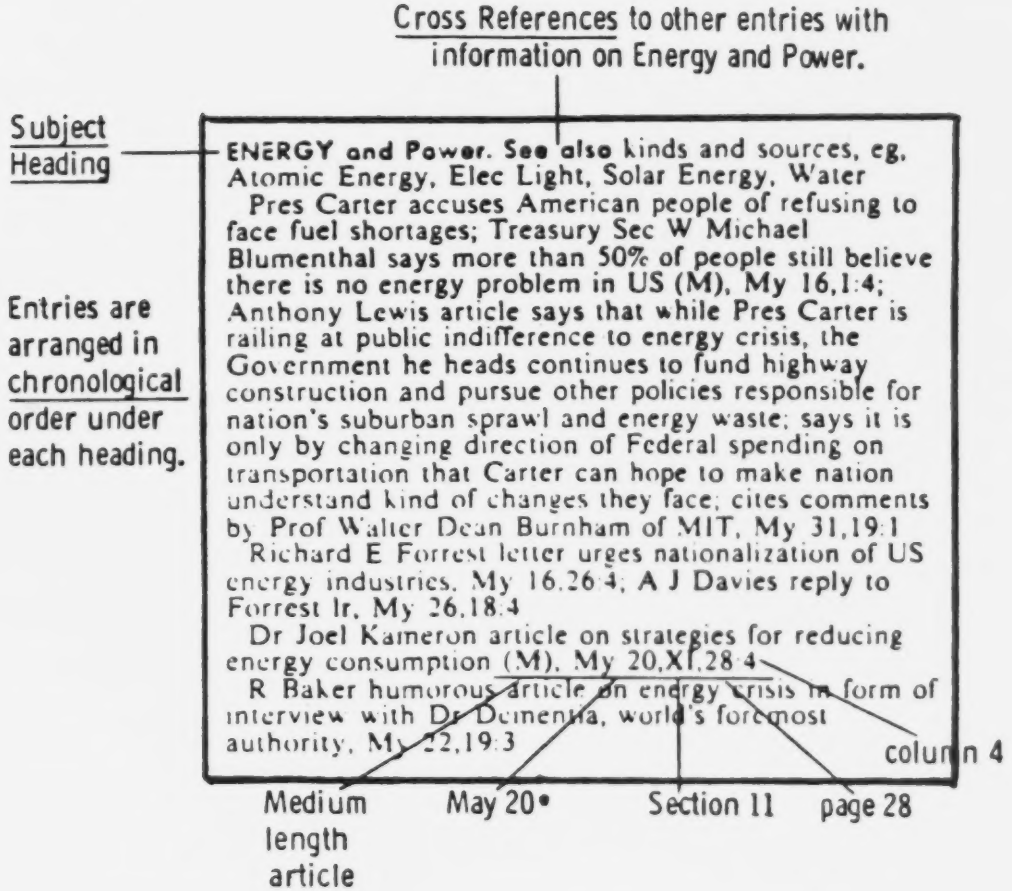
NEWSPAPERS AND NEWSPAPER INDEXES

An index to a newspaper is a very important tool. It can be used for finding a particular article in a specific newspaper and also for pinpointing the date an event happened. Once a date is known, information in other papers can be located. An important index, The New York Times Index, is available in this library.

A large segment of the New York Times newspaper is also available here. This source is reproduced on microfilm and is stored in the Microform Area. The newspaper offers extensive coverage of state, national, and international news. It will often give the complete text of important speeches and documents, and its articles summarize and analyze important topics in the news. The New York Times also has excellent coverage of cultural events through its book, theatre, film, dance, and art reviews. Biographical information on important newsmakers may be more extensive and up-to-date than in any other source.

To locate information in the New York Times, you should use The New York Times Index mentioned above. This index contains summaries of news and editorial matters arranged by subject headings. Entries under each heading are arranged chronologically. On the next page is a sample entry from The New York Times Index. Carefully note the identification of each element of the citation.

Sample entry: NEW YORK TIMES INDEX 1979*


Cross References to other entries with information on Energy and Power.
Subject Heading
ENERGY and Power. See also kinds and sources, eg, Atomic Energy, Elec Light, Solar Energy, Water
Pres Carter accuses American people of refusing to face fuel shortages; Treasury Sec W Michael Blumenthal says more than 50% of people still believe there is no energy problem in US (M), My 16,1:4; Anthony Lewis article says that while Pres Carter is railing at public indifference to energy crisis, the Government he heads continues to fund highway construction and pursue other policies responsible for nation's suburban sprawl and energy waste; says it is only by changing direction of Federal spending on transportation that Carter can hope to make nation understand kind of changes they face; cites comments by Prof Walter Dean Burnham of MIT, My 31,19:1
Richard E Forrest letter urges nationalization of US energy industries, My 16,26:4; A J Davies reply to Forrest lr, My 26,18:4
Dr Joel Kameron article on strategies for reducing energy consumption (M), My 20,XI,28:4
R Baker humorous article on energy crisis in form of interview with Dr Dementia, world's foremost authority, My 22,19:3
Entries are arranged in chronological order under each heading.
column 4
Medium length article
May 20*
Section 11
page 28

*The Year of the newspaper is given on the spine or front cover of the Index.

BEST COPY AVAILABLE

ASSIGNMENT TEN

NEW YORK TIMES INDEX

A newspaper article reporting that in some circumstances, Interferon may increase the ability of some Cancer cells to spread to normal tissue appeared in the New York Times on April 20, 1982.

1. What is the exact Section, Page, and Column of this article?

SECTION: _____

PAGE: _____

COLUMN: _____

2. Locate the microfilm reel which includes the article above, and view it on a microfilm reader. What is the HEADLINE of the article?

_____

SEARCH STRATEGY TIP (1)

ALMANAC AND STATISTICAL SOURCES

Facts and statistics can often add credibility to your research and reinforce the ideas you are developing. When intelligently used, they help you formulate convincing arguments.

The following chapter describes almanac and statistical sources. Information in these sources is usually brief, up-to-date, and easy to locate. While the same information may be found in other sources, it is likely to be buried in lengthy articles. Search the indexes of the sources described in the next chapter using the search terms you have collected.

CHAPTER ELEVEN

ALMANACS AND STATISTICAL SOURCES

Almanacs are annual volumes of current and retrospective information. Almanacs can be best used to answer simple questions of current or historical fact. They often contain population statistics, governmental figures, business, sports, and agricultural statistics. There is usually a section of important events that occurred during the year. Some almanacs have an index in the back, and others will have an index in the front.

World Almanac and Book of Facts (Ref. AY 67 .N5 W7)

Published annually since 1886. It contains many tables, information about current events, and summaries of past records. The index is located in the front of the book.

While almanacs include statistical information, some specialized books limit themselves to statistics alone. A valuable source of statistical information is:

Statistical Abstract of the United States (Ref. HA 202)

A standard summary of statistics on the social, political, and economic organization of the United States. It is published yearly by the U.S. Department of ommerce.

ASSIGNMENT ELEVEN

ALMANAC AND STATISTICAL SOURCES

Use the 1985 Statistical Abstract of the United States (Ref. HA202) to answer the following question:

1. How many FEMALES, per 100,000 population 55-64 YEARS OLD, died of BREAST CANCER in 1981?

SEARCH STRATEGY TIP (J)

GOVERNMENT DOCUMENTS

Finally, always consider government documents in your research. Government documents are valuable sources of information on almost any topic in science, business, the social sciences, arts, and humanities.

The following chapter describes government documents and their specialized index, the Monthly Catalog.

CHAPTER TWELVE

GOVERNMENT DOCUMENTS

What are Government Documents?

Any publication issued by any government could be considered a "government document". Government documents usually are the work of the government agency which issues them to the general public. They include records of government administration, research papers, current statistics, and information of popular interest.

U.S. Government Documents

The U.S. government is the world's largest publisher. It issues documents on practically everything -- from art to zoology. A document can be anything from a two-page pamphlet to a two thousand page book, from a multi-color poster to a 3x5 inch microfiche. U.S. government documents are especially important if you are looking for information on government, politics, public health, nursing, foreign relations, laws, energy, environment, crime, business, education...

How can you find U.S. Government Documents?

To identify and request government documents, you must first locate them in an index called the MONTHLY CATALOG OF U.S.GOVERNMENT PUBLICATIONS (most commonly called the (Monthly Catalog). This index is located on the Index Tables. The Monthly Catalog is indexed by subject, title, and personal author. The items in all of the indexes are followed by an "entry number". The range of entry numbers contained in each monthly volume is marked on the spine. The body of the entry consists of a brief description of the publication including the author, title, Superintendent of Documents Number (SuDoc number), and the issuing agency.

The Delaware County Campus Library does not collect government documents. However, Pattee Library at University Park collects government publications of the United States, Pennsylvania, and some international organizations. To borrow a document from Pattee Library, it is necessary to have the title and author of the item, the name of the issuing agency, and the "SuDoc" number for that particular publication. This information should be given to a member of the library staff who will submit your request.

See the illustration on the following page for samples taken from the Monthly Catalog and step-by-step instructions on its use.

Here are some sample pages from the Monthly Catalog.

Take the following steps to find a publication in this index:

1. Determine the subject of interest.

2. Look up the subject in the Subject Index of the appropriate year.

3. Find the entry number after the citation

1981

Subject Index

Aged — United States — Drug use — Statistics.
Medicare—use of prescription drugs by aged persons enrolled for supplementary medical insurance, 1967-1977 /. 81-13644

Aged — United States — Dwellings.
Housing needs of the rural elderly and [illegible] 81-11946
Minority elderly : economics and housing in the 80's : hearing before the Special Committee on Aging, United States, Ninety-sixth Congress, second session, Philadelphia, Pa., May 7, 1980., 81-6164

4. Locate the monthly volume with that entry number.
The spine will tell you which entries are in a given volume.

MONTHLY CATALOG
OCTOBER 1981 ENTRIES 81-11489 TO 81-12550

5. Find the brief description of the item in the front section of the Monthly Catalog by locating the entry number in the left hand corner.

6. Write down the SuDoc number.

7. Note the issuing agency in dark print preceding the description.

HOUSING AND URBAN DEVELOPMENT DEPARTMENT
Washington, DC 20410

81-11946 HH 1.2:El 2/11

Nathanson, Iric.
Housing needs of the rural elderly and handicapped / prepared by Iric Nathanson — Washington, D.C. : U.S. Dept. of Housing and Urban Development, Office of Policy Development and Research, Division of Policy Development ; Supt. of Docs., U.S. G.P.O. [distributor], 1980.
36 p. : ill. ; 27 cm.
"November 1980"—P. 4 of cover.
Bibliography: p. 34-36.
"HUD-PDR-633"—P. 4 of cover.
●Item 582
●Item 582
S/N 023-000-00664-2 @ GPO
$2.25
1. Housing, Rural — United States. 2. Aged — United States — Dwellings. 3. Housing for physically handicapped — United States. I. United States. Dept. of Housing

ASSIGNMENT TWELVE

GOVERNMENT DOCUMENTS

The 1983 Monthly Catalog (Subject Index), lists a government publication on selected abstracts on Interferon: clinical trials and related pre-clinical research.

1. What is the ENTRY NUMBER for the publication described above?

_____

2. What is the SUPERINTENDENT OF DOCUMENTS NUMBER for that publication?

_____

3. Which U.S. government AGENCY issued that publication?

_____

CHAPTER THIRTEEN

BIBLIOGRAPHY

The bibliography of a research paper lists the sources consulted in preparing the paper. Others may wish to check or verify your findings. A good bibliography contains all of the information necessary to locate the original sources.

There are several different style manuals that you can use to determine exactly how to arrange the bibliography and how to punctuate each citation correctly. Choose one style manual and follow it consistently throughout your bibliography. Several popular style manuals are:

MLA Handbook for Writers of Research Papers, Theses, and Dissertations. New York: Modern Language Association, 1977. (Available at the Reserve Desk)

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press, 1973. (Available at the Reserve Desk).

ASSIGNMENT THIRTEEN

BIBLIOGRAPHY

Following the Sample Bibliography Format, complete a bibliography of the references in ASSIGNMENT FOUR (LIAS), ASSIGNMENT EIGHT (PERIODICALS), and ASSIGNMENT TEN (NEW YORK TIMES).

(COMPLETE YOUR BIBLIOGRAPHY ON THE BACK OF PAGE 61)

SAMPLE BIBLIOGRAPHY FORMAT

BOOK:

Author's Last name, First name. Title of Book. Place of Publication:Publisher, Date of Publication.

PERIODICAL ARTICLE:

Author's Last name, First name. "Title of Article." Periodical Title. Volume (Date):Pages.

NEWSPAPER ARTICLE:

Author's Last name, First name. "Title of Article." New York Times, Date, Section, Page, Column.

CHAPTER FOURTEEN

CHECKLIST OF SEARCH STRATEGY

The Search Strategy Tips preceding most chapters have offered a number of suggestions for conducting library research. This checklist offers a summary of the steps as presented throughout the Library Skills Workbook.

A) LEARN ABOUT THE LIBRARY YOU ARE USING. (LIBRARY TOUR)

B) Select a topic and use ENCYCLOPEDIAS AND DICTIONARIES to gain a general INTRODUCTION to the topic.

C) Develop a list of SEARCH TERMS and SUBJECT HEADINGS based on your reading and the LIBRARY OF CONGRESS SUBJECT HEADINGS.

D) Using L.C. subject headings and general search terms, locate BOOKS on your topic using LIAS.

E) EVALUATE your book sources using BOOK AND PERIODICAL REVIEW SOURCES and BIOGRAPHICAL SOURCES.

F) RETRIEVE BOOKS from the shelves using the LIBRARY OF CONGRESS CLASSIFICATION CALL NUMBERS.

G) Narrow your topic and locate PERIODICAL ARTICLES using appropriate PERIODICAL INDEXES. Also EVALUATE the periodical articles using PERIODICAL REVIEW SOURCES and BIOGRAPHICAL SOURCES.

H) Locate NEWSPAPER ARTICLES on your topic using THE NEW YORK TIMES INDEX.

I) Locate relevant FACTS AND STATISTICS using ALMANACS AND STATISTICAL SOURCES.

J) Locate relevant GOVERNMENT DOCUMENTS using THE MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS.

K) Organize your information sources into a BIBLIOGRAPHY using a STYLE MANUAL for correct bibliographic format.

THE END - THE BEGINNING

Our goals throughout this program have been to help you learn something about the library resources available to you on campus, how best to avail yourself of these resources, and above all to help you to be comfortable and at ease in the library. While this is the end of this unit, it is only the beginning of your association with the library. You have learned where we are and something about what we are and what we have to offer. There is much more, however, and it is important for you to know that we can assist in ways that may not have been indicated in this relatively short exercise.

The books, indexes, and other references that you have looked at are very basic tools. Reference books and indexes exist for almost any subject you may become involved in here at Penn State. The library staff will be glad to direct you to the best material in your field. However, before they can help you, they must know that you need help. Please ask!